

## WETLAND PRE-APPLICATION MEETING PREPARATION & ADVICE WORKSHEET

A pre-application meeting with DNR staff is **REQUIRED** for all wetland individual permit applications. This meeting will result in:

- Identification of overall purpose and scope of the proposed project and preliminary scope of alternatives the applicant must consider;
- Application requirements including wetland delineation, practicable alternatives analysis and mitigation requirements;
- Expected project schedule;
- Written summary of the meeting to serve as a record of what was discussed.

### BEFORE THE MEETING

- To make the best use of the time spent in a pre-application meeting, you'll want to bring as many of the following resources as attainable. These resources are items that are part of the application package. **Please provide them to the Water Management Specialist in advance of your meeting.**
  - From the *DNR Surface Waters Data Viewer* found at <http://dnr.wi.gov/topic/surfacewater/swdv/> you can generate:
    - Air Photo of site and surrounding area (*DNR Surface Waters Data Viewer*)
    - Topographic Map including site and surrounding area (*DNR Surface Waters Data Viewer*)
    - Soils Map
    - Wisconsin Wetland Inventory map
    - Any waterways included Designated Waters present on the site
    - Floodplain information
- Plat map if available (may be purchased at local map store or county office)
- Preliminary plans, sketches (if site not identified on the air photo or topographic map) or similar items describing the tentative proposal, including likely dimensions and potential wetland impact amounts.
- Ground photos of the site.
- Wetland Delineation Report if available. An accurate wetland boundary is **necessary** for all wetland permit applications. If delineation is not available at the time of the pre-application meeting be ready to provide other information to characterize the wetlands, including size and type of wetlands present. This may help you think about potential impacts to address.
- Mitigation Summary Sheet (wetland mitigation guidance can be found at <http://dnr.wi.gov/topic/wetlands/mitigation/>)
- Natural Heritage Inventory Endangered Resources Review results. If you want to get this information before you submit your application, you can request this review for a small fee from the Department's Bureau of Endangered Resources. Request form and instructions can be found at <http://dnr.wi.gov/topic/ERReview/Review.html>
- It is strongly recommended you make contact with your local U.S. Corps of Engineers (ACOE) staff to discuss your proposed application. It is also strongly recommended you include ACOE staff in your pre-application meeting with DNR. ACOE staff

contacts can be found at:

<http://www.mvp.usace.army.mil/>

- If the meeting requestor is an agent for the property owner/applicant, the Department encourages the property owner/permit applicant to be part of the pre-application meeting
- If this is your first time applying for a wetland permit from DNR, it may be useful for you to take a look at the DNR website wetland pages to familiarize yourself with wetlands and the regulatory process. The pages can be found at <http://dnr.wi.gov/topic/wetlands/>

### **DURING THE MEETING**

Be prepared to discuss the following items:

- Description of the project, including the location and estimated acreage of wetlands impacted.
- Identify the basic project purpose (Is the purpose for commercial or residential development, wildlife enhancement, highway project, access to a road, access to water, etc.)
- Anticipated timing for review and required content for a complete application
- Factors taken into consideration when making a decision on a wetland permit
  - Wetland functions and values (flood storage, fish and wildlife habitat, water quality, plant diversity, groundwater recharge/discharge, shoreline protection, aesthetics/recreation/education/science)
  - Alternatives to analyze for wetland impacts. A wetland alternatives analysis is sequential and discusses avoidance of wetlands first, minimize wetland impacts second. (Examples of alternatives include, but are not limited to: not construct; construct entirely in upland; alternative sites; re-arrange the proposed facility/development/building footprint on site; reduce the size/footprint of the facility on site; construction methods to decrease wetland impacts; timing of projects if temporary impacts).
  - Potential data for the alternatives analysis. (This includes, but is not limited to: safety data, particularly for road projects; engineer and technical data; economic and cost data; logistical data)
  - Potential project modifications to address impacts
  - Discussion of mitigation (mitigation guidance can be found at <http://dnr.wi.gov/topic/wetlands/mitigation/>)

### **OUTCOME OF THE MEETING AND AFTER**

- DNR staff will discuss requirements for application submittal.
- DNR staff will provide written summary of the meeting to serve as a record of what was discussed.

**Wetland permit application materials can be found on the DNR website at <http://dnr.wi.gov/topic/waterways/> by selecting “Wetland disturbance” under the “Construction” subheading.**